



**HUMAN RESOURCES OFFICE  
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

**Number: 07-44**

**30 November 2007**

**ANNUAL LEAVE FORFEITURE AND RESTORATION**

**EXPIRES: 31 JANUARY 2008**

1. This TAAI provides a reminder that all annual leave balances exceeding a maximum of 240 hours must be used prior to the end of the Leave Year ending on 5 January 2008. In accordance with California National Guard Full-time Personnel Regulation 630, a maximum of 240 hours of annual leave may be carried over to a new leave year.

2. In situations where annual leave was forfeited because of sickness, administrative error, or exigencies of the public business, the annual leave forfeited may be restored in accordance with Public Law 93-181. If annual leave is forfeited because the technician could not be excused from duty and there was no reasonable alternative to canceling the scheduled leave, a request for restoration may be submitted to the Directorate for Human Resources. This request must include the following:

- (1) Written verification that leave was scheduled prior to 25 November 2007.
- (2) Reason(s) for canceling of approved leave.
- (3) The exact number of hours requested to be restored the first pay period of the new leave year.

3. All requests for restoration of annual leave must be submitted no earlier than 6 January 2008 and no later than 31 January 2008.

4. All restored leave must be used within two years of restoration.

5. If you have any questions or need assistance, please call Christine A. Zell, Supervisory Human Resources Specialist, at 916-854-3411, DSN 466-3411, or CAGNET 63411.

  
STUART D. EWING  
Captain, CA ANG  
Deputy, Human Resources Officer

**DISTRIBUTION:**

Air: TA  
Army: TA